

NATIONWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
17-281A

OPENING DATE:  
14-Jul-2017

CLOSING DATE:  
15 Aug 2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
Contract Specialist, GS-1102-09, A1C/E3-SSgt/E5, MPCN: 0088473334

**\*\*Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.\*\***

APPOINTMENT FACTOR:  
OFFICER ☐ ENLISTED ☒

AFSC:  
6C051

ASVAB:  
G-72

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

**NOTE:** This position is subject to rotating shifts, night shifts, and weekends/holidays.

**NOTE:** Must possess 6C051 AFSC.

**NOTE:** Must have successfully completed at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management. **(MUST SUBMIT YOUR COLLEGE TRANSCRIPTS)**

**NOTE:** No known promotion potential

NGOPARC will need to approve the selection prior to any placement being done. Required documents include:

- Resume
- College transcripts with applicable college logo
- Defense Acquisition Workforce Certificate, via CAPMISS or ACMS, that confirms selectee has completed and was awarded the required certification(s) for the vacant position
- DAU transcript
- Selectee's military and/or civilian training certificates confirming completion of required program courses.

At time of selection, a letter from the selecting supervisor must be submitted with endorsements from the USPFO and HRO.

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**

- **Current Report of Individual Personnel (RIP).** RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.*
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

**The following documents are not required but strongly recommended for validation of experience/education:**

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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#### **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of contract administration sufficient to monitor a group of diverse contracts, understanding quality assurance, inspection, acceptance, and corrective action terms and conditions.
2. Knowledge of a wide range of contracting methods and contract types sufficient to perform pre-award, post-award, and price/cost analysis functions.
3. Knowledge of up-to-date market research procedures.
4. In-depth knowledge of commercial business practices and market conditions to evaluate offer acceptability, contractor responsibility, and/or contractor performance, and to determine acquisition strategy and sources.
5. Skilled in collecting and analyzing contracting data effectively, efficiently and accurately.

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**SPECIALIZED EXPERIENCE:** To qualify, candidate must have Level One Certification awarded. Must meet positive education requirement. Must have at least 12 months of functional contracting experiences and competencies that provided knowledge of contracting principles and procedures to include the following business: Procurement in Pre-Award and Award Contracts; Simplified Acquisition Procedures; Small Business Socio-Economic; Delivery Order / Task Order; Contract Administration; Government Purchase Card program. As a condition of continued employment the employee must complete Level Two Certification within 24 months of appointment to the position.

**BRIEF JOB DESCRIPTION:** The primary purpose of this position is to perform developmental assignments which are designed to provide the member, who is serving in a developmental capacity, experience in pre-award and post-award functions when they are well-defined and well-precedented, using common contracting methods and contract types, to procure standard or specialized services, commodities, and/or construction through formal advertising and negotiation procedures using primarily firm fixed-price contracts. Provides business advice to the customer. Non-competitive promotion to the next higher grade level is dependent upon: 1) satisfactory completion of the training requirements, 2) demonstrated ability to perform the duties at the next higher grade level, 3) fulfillment of all OPM legal and regulatory requirements for promotion, and 4) recommendation for promotion by the supervisor.

**SELECTING OFFICIAL:** Col Sandra Wilson

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